

YOUTH SERVICES POLICY

Title: Contract Manual Next Annual Review Date: 05/12/2010	Type: A. Administrative Sub Type: 4. Contract Management Number: A.4.1
	Page 1 of 2
References: ACA Standard 2-CO-1C-17 (Administration of Correctional Agencies); LAC Title 34, Part III "Facility Planning and Control", Chapter 5 "Rental and Lease Procedure"; LAC Title 34, Part V "Procurement of Professional, Personal, Consulting and Social Services"; La. R.S. 39:1481 through 39:1526; La. R.S. 39:1641 et al; "State Space Standards by Facility Planning and Control"; YS Policy A.4.2 "Standard Operating Procedures for Non-Secure Juvenile Contract Programs"	
STATUS: Approved	
Approved By: <i>Mary L. Livers, Deputy Secretary</i>	Date of Approval: 05/12/2009

I. AUTHORITY:

Deputy Secretary of Youth Services as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE:

To establish policy and adopt the YS Contract Manual as the official procedure manual for contract and real estate lease processing for Youth Services.

III. APPLICABILITY:

Deputy Secretary, Undersecretary, Deputy Undersecretary, Deputy Assistant Secretaries, Facility Directors and Regional Managers. The Central Office, Office of Management and Finance, shall be responsible for the development, processing, technical compliance monitoring and maintenance of contracts and leases.

IV. DEFINITIONS:

Unit Head - Deputy Secretary, Deputy Assistant Secretaries, Facility Directors and Regional Managers.

YS Policy No. A.4.1

Page 2

YS Central Office - Offices of the Deputy Secretary, Undersecretary, Assistant Secretary, Chief of Operations, Deputy Assistant Secretaries, Deputy Undersecretary and their support staff.

V. POLICY:

It is the Deputy Secretary's policy that all personnel who are responsible for procuring services through contracts, or to occupy space in a privately-owned building, comply with the procedures outlined in Chapter 5 (attached) of the YS Contract Procedure Manual to ensure uniformity and accountability for contractual and leasing services.

All contractors shall comply with applicable YS Policies and Standards as stipulated in the contract and lease requirements.

VI. GENERAL:

Revisions to the YS Contract Procedure Manual shall be accomplished through this policy under the signature of the Deputy Secretary.

Previous Regulation/Policy Number: A-04-001 / A.4.1

Previous Effective Date: 10/23/1998



Attachments/References: OMF Manual - Chapter 5 (Contracts Grants) Updated May 2009.doc